



Crossing Guard requests must be signed and submitted by a school principal or assistant principal.

Parents, PTA presidents, and other community members may initiate a request, but the official School Crossing Guard Request Form must be submitted to the DC Department of Transportation [DDOT] by a school a principal or assistant principal.

The School Crossing Guard mission is to help children to cross the street safely as they walk or bicycle to and from school. Crossing guards will not be assigned for the purpose of directing pick-up and drop-off traffic in front of a school.



Submitting a crossing guard request is a three-step process.

- 1) Pick a suitable location;
- 2) Count the number of students crossing on foot or on a bicycle at the location; and
- 3) Send the request, signed by the principal or assistant principal, to DDOT.

For which locations may a School Crossing Guard be requested?

- Only locations **within ¼ mile of at least one public or public charter school** serving students in Pre-K through the 6th grade are eligible.
- Crossing Guards may be requested for locations with a crosswalk supporting a minimum of **20 student pedestrians and/or bicyclists in a one hour period.**
- Crossing Guards will **not** be approved for locations without a traffic signal or stop sign if the street is among those designated as “high risk” in the DC Pedestrian Mater Plan. For these streets (multiple lane streets with heavy traffic volumes), DDOT recommends that students cross at the nearest traffic signal.

How should you count the number of student pedestrians and bicyclists?

The count should be conducted by the school principal or by a responsible person assigned by the principal. The count may be taken during any one hour period in the morning or afternoon. If the proposed location is at the intersection of two streets, students may be counted while crossing either street, but no student shall be counted more than once.

Once a request has been submitted, DDOT’s professional staff will conduct an **independent verification** of the count provided by the school.



How does DDOT prioritize School Crossing Guard locations?

The demand for School Crossing Guard postings is greater than the supply of qualified, trained personnel. There will always be unmet demand.

DDOT considered nationwide best practices in developing a set of scoring factors to use in evaluating new requests for School Crossing Guards. The scoring factors are outline below. The locations with the highest scores will get top priority for new Crossing Guards, as resources become available.



School Crossing Guard location scoring factors

- Crossing Difficulty: This factor is based on a crossing deficiency analysis from the DC Pedestrian Master Plan [<http://www.tooledesign.com/projects/dc/>] and takes into account traffic volume, lanes of traffic, and traffic speeds.
- Number of Schools Affected: The number of Pre-K to 6th schools that would benefit from a School Crossing Guard location. The higher the number, the higher the points assigned.
- Distance to Existing Crossing Guard Locations: More points are awarded for locations that are far from other existing Crossing Guard locations.
- Engineering Factors: This factor covers a number of technical elements that affect the safety of a given crossing location. These elements include, but are not limited to, sight distance, the complexity of the intersection, and the presence of turning vehicle conflicts.
- Pedestrian Volume: The number of students who cross the street at the location. For a School Crossing Guard assignment to be approved, the minimum threshold is 20 student pedestrians and/or bicyclists in a one-hour period.
- Pedestrian Crash History: The number of pedestrian crashes at the proposed location during the most recent three year Metropolitan Police Department tracking period.

How Long Does the Evaluation Process Take?

DDOT will evaluate all School Crossing Guard Requests within thirty days of receipt. Once the evaluation has been completed, and scored, we will notify the school principal of the requested location's placement on the School Crossing Guard Waiting List. New School Crossing Guards will be assigned to locations as resources become available.